



Forest Lakes Fire District Master Planning Committee Charter January 12, 2019



I. Purpose

The purpose of the Master Plan Committee is to provide guidance to the Board in the use and development of FLFD facilities. It is authorized by the Forest Lakes Fire District FLFD and will serve at the pleasure of the Forest Lakes Fire District Board.

III. Objective

The objective of the Master Plan Committee is to provide overall guidance for the best use of the FLFD property and facilities. The Master Plan Committee shall limit its activities to advising on matters that directly concern fire station physical facility improvements.

IV. Responsibilities

The responsibilities of the Committee may include the following:

- A. Foster a cooperative environment for the FLFD members to participate in the planning, design, and implementation of facility improvements through communications and involvement.
- B. Provide guidance and detailed planning for fire station facility program.
- C. Identify barriers and obstacles affecting the improvement effort.
- D. Develop, prioritize, and oversight of all activities necessary to facilitate the necessary improvements to the facility.
- E. Provide information regularly and recommendations as necessary to the FLFD Board on ongoing and planned Master Plan Committee activities.
- F. Work cohesively and continuously with the Finance Committee for all financial planning. Obtain FLFD board approval for any funds required for Building Committee activities.
- G. Oversight of project plans to accomplish facility improvements as identified in the Objectives.

V. Membership

All members are appointed by the FLFD Board Chairman and ratified by the Board and serve at the pleasure of the Board.

All committee members are reappointed upon change in FLFD Board membership or change in FLFD Chairman.

The Master Plan Committee shall be comprised of two FLFD Board Members, (one of which shall be appointed chairperson by the FLFD Board), the FLFD Chief, and one or more members of the community at



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large. Members may serve for various lengths of time as appropriate to ongoing activities.

VI. Meetings

Committee meetings will be held as needed to accomplish the committee objectives.

VII. Voting Process

Members of the public may participate in committee meetings as desired, however; recommendations forwarded to the FLFD board will consist of a positive vote of designated committee members only. In the case of a tie vote, the recommendation will be forwarded to the FLFD board for final decision

VIII. Agendas and Minutes

Agendas and minutes will be posted and published in accordance with A.R.S. 38-431.01 and A.R.S. 38-431.02

IX. Authority

The committee's authority is limited to committee activities only. All decisions regarding the FLFD facilities are the responsibility of the FLFD Board.